

Delaware Taxpayer Portal -Withholding Reconciliation Bulk Filing

The following pages outline the steps required to file a Withholding Reconciliation bulk file return in the Delaware Taxpayer Portal.

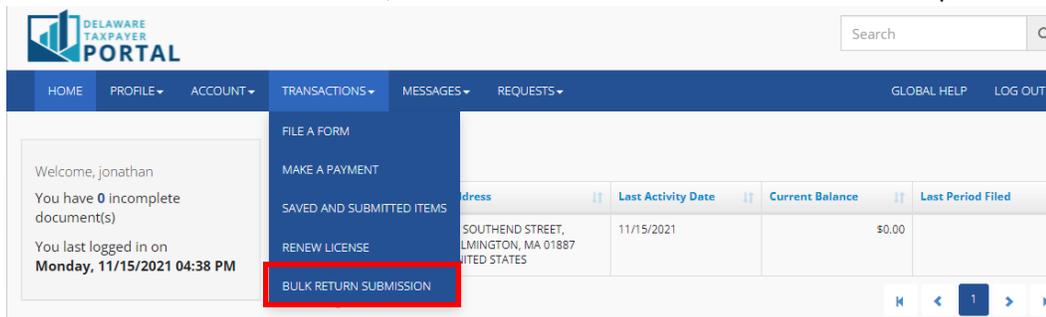
Before you can file a Withholding Reconciliation on the Portal, please ensure you have completed the following:

- Create and access your portal user account
- Locate and review the WTH/Bulk Filing account (step one below)

Note: If you do not have a Withholding/Bulk Filing account, email taxportal@delaware.gov.

1 Navigate to the Bulk Return Submission page

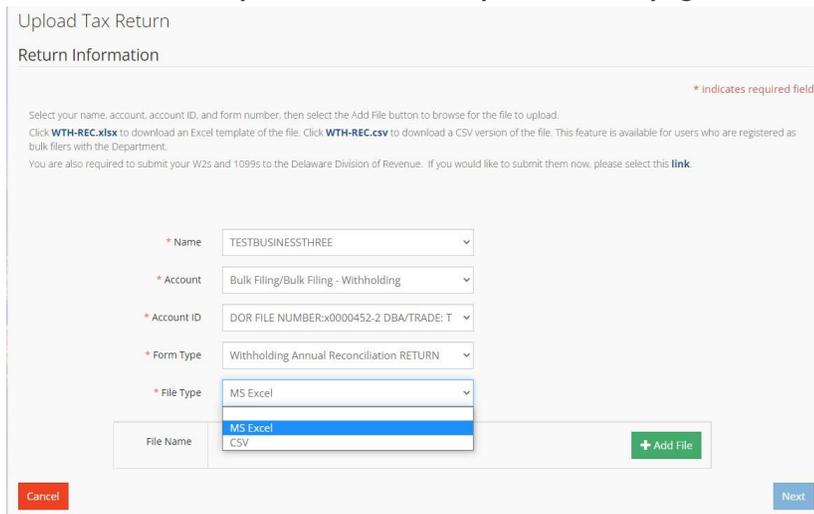
From the “Transactions” header, select “Bulk Return Submission” from the drop-down menu.



2 Upload File

Complete the drop-down options to select your Business Name, Account, Account ID, Form Type, and File Type. You can download and fill out a template for the bulk submission using one of the links for an excel template (.xlsx) or CSV template (.csv). Once you have completed filling out the Excel (.xlsx) or .CSV (.csv), select “Add File” to continue.

Note: The template for the current tax year has been updated. It is recommended that you download and complete one of the templates on this page.



The screenshot shows the 'Upload Tax Return' form. The 'Return Information' section is visible, with several dropdown menus for selection. The 'File Type' dropdown is open, showing 'MS Excel' and 'CSV' options. The 'Add File' button is highlighted in green.

* Indicates required field

Select your name, account, account ID, and form number, then select the Add File button to browse for the file to upload.
Click [WTH-REC.xlsx](#) to download an Excel template of the file. Click [WTH-REC.csv](#) to download a CSV version of the file. This feature is available for users who are registered as bulk filers with the Department.
You are also required to submit your W2s and 1099s to the Delaware Division of Revenue. If you would like to submit them now, please select this [link](#).

* Name: TESTBUSINESSTHREE
 * Account: Bulk Filing/Bulk Filing - Withholding
 * Account ID: DOR FILE NUMBER:0000452-2.DBA/TRADE:T
 * Form Type: Withholding Annual Reconciliation RETURN
 * File Type: MS Excel
 File Name: MS Excel, CSV
 + Add File
 Cancel Next

Once your file has been uploaded, you will have the option to delete the file and upload a different file or you can submit the file by selecting the “Next” button.

Note: The file will be checked during the upload process. Errors will appear in a red bar across the top of the screen. Any errors will need to be corrected and the file uploaded again.

TRANSACTIONS / BULK RETURN SUBMISSION

Upload Tax Return

Return Information

* Indicates required field

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* Name: TESTBUSINESSTHREE

* Account: Bulk Filing/Bulk Filing - Withholding

* Account ID: DOR FILE NUMBER:x0000452-2 DBA/TRADE: T

* Form Type: Withholding Annual Reconciliation RETURN

* File Type: CSV

File Name	WTH_REC_CSVTest.csv	Delete
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Cancel Next

3 Summary Information

The portal will display the Summary Information page. Select the “Back” button to return to the previous screen, select the “Cancel” button to cancel your bulk return or select the “Next” button to continue.

Note: If you select the “Back” button to make any corrections to your submission, you will need to delete the file and upload a corrected file. If you select the “Cancel” button, your submission will be canceled, and you will need to start over from the beginning.

Upload Tax Return - Summary Information

You are about to submit your return. Review the below summary of your submission and select next to continue to the electronic signature page and confirm your return filing.
 You may select the back button to return to the upload screen to upload a different file if any corrections are necessary.

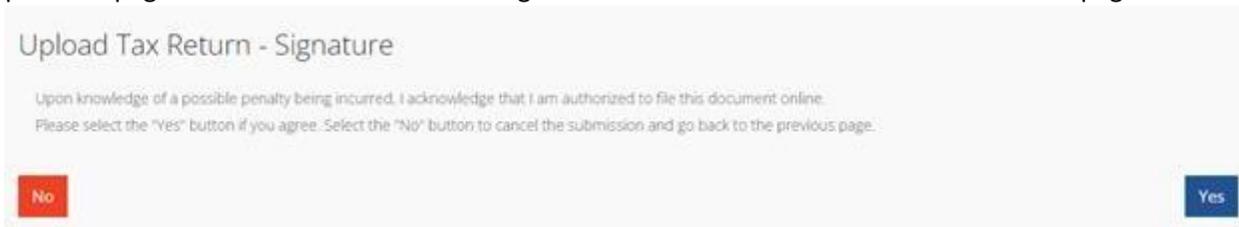
Total Returns Submitted: 1

Balance Due: \$400.00

Back Cancel Next

4 Review Declaration

Review the declaration to agree that the information provided is accurate. Select the “No” button to return to the previous page. Select the “Yes” button to sign the bulk file return and continue to the next page.



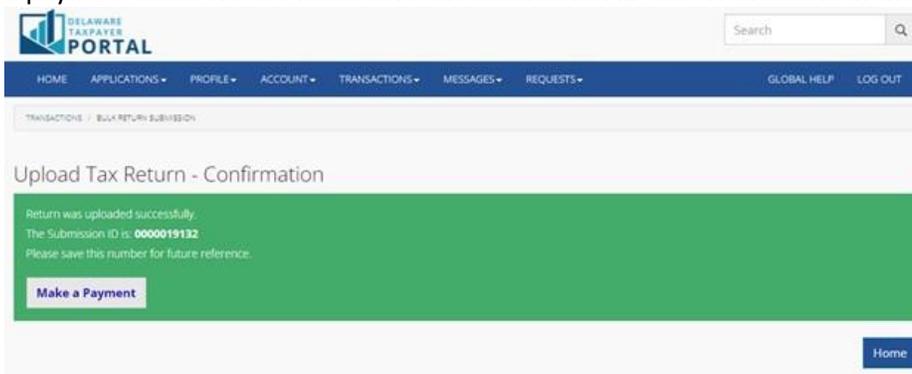
Upload Tax Return - Signature

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online.
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

No Yes

5 Confirmation Page

You will now see a confirmation screen indicating that your bulk return was submitted successfully. The “Make a Payment” button will be on the page if your bulk return requires a payment. Select the “Make a Payment” button to continue on to the payment process. Select the home button if a payment is not required or you want to make a payment later. **Note: Please save the submission ID that is available in the middle of the screen.**



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HOME APPLICATIONS PROFILE ACCOUNT TRANSACTIONS MESSAGES REQUESTS GLOBAL HELP LOG OUT

TRANSACTIONS / BULK RETURN SUBMISSION

Upload Tax Return - Confirmation

Return was uploaded successfully.
The Submission ID is: **0000019132**
Please save this number for future reference.

Make a Payment

Home